

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b> Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Education 1866 Twin Towers East, Atlanta, GA. 30334		<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date				Application Number <b>89-048</b>	
Application Number				Date Received <b>MAY 10 1989</b> Date Completed <b>JUN 26 1989</b>	
<b>2. Person to Contact</b> Charles L. Meadows		<b>Working Title</b> Consultant		<b>Telephone Number</b> 656-2403	
<b>3. Action Requested</b>					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
<b>4. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office, if different)</b>			
Earliest	Latest	Y.S. 6/4/89			
1985	to date	TEACHER EDUCATION FEDERAL GRANT CASE FILES			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and educational personnel in the area of staff development and education. The division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs. In the area of Title II, EESA, the Teacher Education Section is responsible for obtaining proposals from various school systems for demonstration projects which address the knowledge, attitudes and methodology necessary for effective teaching of mathematics, science, foreign language and computer learning and preparing teachers in these subjects. Funding for approved projects is available under P. L. 98-377, Title II of the Education for Economic Security Act (EESA) for the development of demonstration and exemplary projects for teacher training and retraining in the subjects listed above. Proposals are evaluated for needs assessment, objectives, delivery strategy, personnel, timeline, evaluation process and detailed budget. Upon approval, a contract is established and projects are monitored until completion.					
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: obtaining and evaluating and approving or disapproving Demonstration and Exemplary Projects from local school systems for training and retraining teachers in the subject areas of mathematics, science, foreign languages and computer learning. Included are: Proposals for Demonstration and Exemplary Projects, Criteria for Judging Proposals for Funding Under PL 98-377, Title II EESA(2-page form), Contracts and Grant Applications, Request for Payment Forms for reimbursement of funds and other correspondence related to individual projects. Some projects result in the publication of books, brochures, video cassettes, etc.(Y.S. 6/4/89)					
File is arranged: Chronologically by Federal Fiscal Year, thereunder alphabetically by Project Name					
<b>8. Monthly Reference Rate</b>		<b>How often are records referred to which are:</b>			
One to six months old <u>30</u> ; Seven to twelve months old <u>28</u> ; Thirteen to twenty-four months old <u>15</u> ; twenty-five months and older <u>2</u> ?					
<b>9. Annual Rate of Accumulation of Records</b>					
Letter-size drawers <u>1</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____					
Total Current Accumulation: Approx. 4 Letter-size drawers					

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. <u>Final Products of Projects/Books, Brochures, Video Cassettes, etc..</u>
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Report sent to Federal Govt./Annual Summary-Listing of Projects</u>
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Grants Management (Contract)</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                                    |                                   |                 |
|--------------------------|------------------------------------|-----------------------------------|-----------------|
| a. State Law             | <u>0 N/A 6/14/89</u> years.        | d. Audit period                   | <u>5</u> years. |
| b. Statute of limitation | <u>0 N/A 6/14/89</u> years.        | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | <u>                    </u> years. | f. Federal retention instructions | <u>5</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part 34 Code of Federal Regulations, Part 75-734 requires records pertaining to a contract to be maintained for 5 years or until all litigations, claims or audit findings involving the records have been resolved if the claim or audit is started before the expiration date of the 5-year period.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Upon Completion of the then,

- ☒ Hold in the current files area                      month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold                      year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy. \* 6/14/89 Y.O.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Project. (\*Note\* Files will be placed in Active File while Project is being completed. Upon completion of project, file will be placed in Inactive file and Cut-off.)

Y.O. 6/14/89

## \*\*NOTE\*\* Except for Publications

Disposition Instructions for Publications:

Any publication produced as a result of the project funding (Books, Brochures, Video Cassettes) will be sent to the State Archives (one record copy each) for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Billy E. Derrman</u>		<u>Vickie Baker</u>	<u>5/1/89</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) <u>89-048</u>		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>6-26-89</u>
		Secretary of State/Designee	<u>6/19/89</u>
		GOVERNOR'S Attorney General/Designee	<u>6/21/89</u>